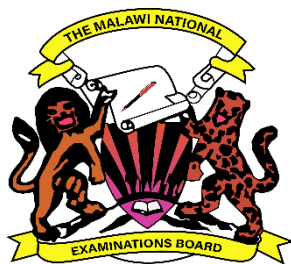


THE MALAWI NATIONAL EXAMINATIONS BOARD



DATE OF ISSUE MONDAY, 05TH FEBRUARY 2024

PRE-QUALIFICATION OF SUPPLIERS TO SUPPLY AND DELIVER VARIOUS GOODS AND SERVICES FOR 2024-2025 FISCAL YEAR

The Malawi National Examinations Board is inviting applications from eligible bidders to be pre-qualified for 2024-2025 fiscal year for the supply and delivery of goods, services and works as follows:

CATEGORY	DESCRIPTION	PERIOD
1.	Provision of Electrical, Plumbing and Building Materials.	12 Months
2.	Supply and delivery of Motor Vehicle Spare Parts, Batteries & Accessories.	12 Months
3.	Supply, delivery and fitting of Motor Vehicle Tyres and Tubes.	12 Months
4.	Maintenance of Telephone Receivers and Landline Services.	12 Months
5.	Repair and Maintenance of Office Furniture (e.g. Desks, Chairs, Cabinets).	12 Months
6.	Supply and delivery of Stationery (General Stationery & Tonners).	12 Months
7.	Provision of Furniture, Fittings and Accessories.	12 Months
8.	Provision of Building and Civil Engineering Services (Building and Civil Contractors).	12 Months
9.	Provision of Fire fighting Equipment including installation, servicing and training.	12 Months
10.	Provision of Fumigation Services.	12 Months
11.	Provision of Carpentry and Joinery, Electrical and plumbing maintenance services	12 Months
12.	Supply, Delivery and Maintenance of ICT Equipment and Related Accessories (Servers, Computers, Printers, Photocopiers, Scanners, etc.).	12 Months

13.	Supply, delivery, installation and maintenance of Generators.	12 Months
14.	Supply and delivery of Promotional and Marketing Materials. (Branded Golf Shirts, Design & Production of In-Store Radio and TV Adverts, Stickers, Pavilions, Business Cards, Identity Cards, Billboards, Newsletters, Booklets, Banners, Name Tags, Brochures, Sign Posts, Canvas, Magazines, Posters, etc.).	12 Months
15.	Provision of Motor Vehicle Maintenance Services.	12 Months
16.	Supply, delivery, installation and maintenance of air conditioner.	12 Months
17.	Provision of Food Stuffs and Catering Services.	12 Months
18.	Provision of Customs Clearing and Freight Forwarding Services.	12 Months
19.	Provision of Media Advertising Services (Television , Radio and Newspapers , production of jingles)	12 Months

Interested bidders must enclose the following requirements to be considered for the selection:

- (a) Original letter from the Bank to show financial capacity or access lines to credit or recently Audited Accounts or Bank statements for the recent three months
- (b) Copy of bidder's trading certificate from registrar of companies
- (c) Copy of latest Tax clearance and registration certificates
- (d) Comprehensive Company profile with business address, valid phone numbers and email addresses
- (e) Provide a list of contracts performed in the past 2 years with valid phone numbers and email addresses
- (f) Certificate of business registration from PPDA
- (g) Signed application letter for the pre-qualification

For **Construction categories**, bidders must in addition to the above enclose the following:

- (h) Updated NCIC registration certificate with 50 million and above
- (i) Indicate principal place of Business
- (j) Indicate key equipment to be used for the exercise

Applicants can apply for one or more categories depending on their competencies.

Submissions in sealed envelope clearly marked **‘PREQUALIFICATION OF SUPPLIERS’** indicating the category applied for must be deposited at the tender box located on the first floor and must be addressed to:

The Chairperson, Internal Procurement and Disposal of Assets Committee
The Malawi National Examinations Board
Malemia Road next to old parliament buildings

P. O. Box 191
Zomba

The closing date for the submission of the Bids is **Tuesday, 05th March, 2024** at **10:00hours local time**.

BIDS NOT FOUND IN THE TENDER BOX AND NOT CLEARLY MARKED AS STATED ABOVE WILL BE AUTOMATICALLY DISQUALIFIED